



# Information for Parents and Carers

July 2023





# Staff

## DRAGONFLY CLASS

**Suzie McDonald** – Dragonfly Class Teacher  
(Foundation Stage Co-ordinator)

*(Mondays and Tuesdays)*

**Emma Martin** – Dragonfly Class Teacher  
*(Wednesdays, Thursdays and Fridays)*

Jo Polovina – Teaching Assistant



## SEAHORSE CLASS

**Claire Reed** – Seahorse Class Teacher

Sharon Walker - Teaching Assistant



Shared Teaching Assistants for both classes  
– Jo Smith and Julie Lakin



# When you drop your child off...

- Enter through the Reception outside area.
- Children are dropped off at their classroom door.
- School starts at **8.45am**
- When children come into school there are a variety of activities for children to do before registration e.g. funky fingers, name recognition/ writing. This is a key time for the children for socialisation too. Classroom doors will close at 8.55am.
- We expect all children to be in school by 8.55am. Children who come to school after 8.55am enter through the front door and will be classed as late.
- Upset children.



# Messages to school...

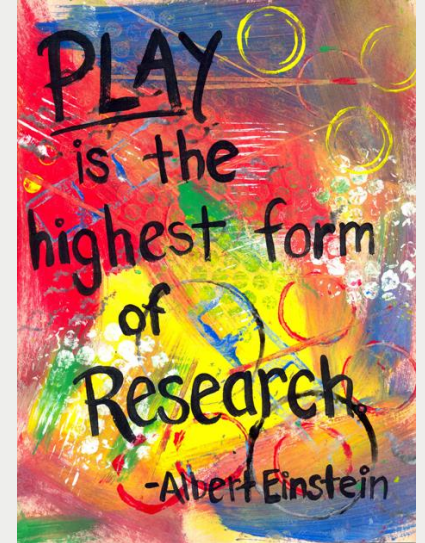
- Non-urgent / non-sensitive messages for staff – Class Dojo
- Urgent messages - call the school office.
- If someone else will be picking up your child who does not do so regularly – call the school office
- If your child will be absent from school, please leave a message on our Absence Line via the school telephone number each day your child is absent.
- For letters and return slips – staff will have a yellow box



# Foundation Stage Curriculum

## 7 Areas of Learning and Development

1. Personal, Social and Emotional
2. Physical Development
3. Communication and Language
4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive Arts and Design



Each area is split into a number of aspects: for example Literacy has two aspects (Reading, Writing)



# Whole class teaching

- Whole class inputs – approx. 15 minutes.
- Phonics, Mathematics, Literacy and Topic focused.
- Story, snack and singing times.
- Spread throughout the day, usually at the start or end of a session.





# Guided group activities

- Group activities with a teacher or teaching assistant.
- Reading, Writing, Mathematics and Topic focused.
- Activities planned every week.



# Continuous provision

- Free choice periods of time for learning through play and exploration.
- Indoor and outdoor.
- Indoor: A range of areas including mark making, maths, construction, role play, small world play, sand, water, creative, workshop, reading.
- Outdoor: Including water play, mud kitchen, digging pit, gravel pit, sports equipment, climbing, bikes/scooters, mark making, construction, sand pit.
- Supported by staff- interaction, observation, assessment.





# Lunchtime

- Midday supervisors - 1 'key worker' per class.
- Universal free school meal for every child.
- Please inform the office if your child will bring a packed lunch each day instead of a school meal
- If your child has any dietary requirements or allergies, please speak to the office.
- Outdoor lunchtime on the main playground after a couple of weeks.





# At the end of the day.....

- Pick up time is **3.20pm**.
- Please make a line outside your classroom.
- Children wait for staff member to call them.
- Please be patient - safety is the priority.
- Wait to speak with teacher until all the children are dismissed.
- If your child has had an accidents at school you will receive a letter if there is a visible mark or a head bump (for which we require your signature)



# What to bring

Each day you will need:

- Book bag which is big enough to hold an A4 reading wallet and other school items
- Named reading wallet for reading books (provided by school)
- Named non-spill drinks container filled with water only
- Fruit in a named plastic container for snack time
- Coat/rain coat
- Hats, scarves, gloves/sun hat
- If possible: spare uniform / underwear left in your child's bag in case of accidents

Please leave in school each term:

- Wellington boots

All items **must** be name-labelled.



# What to wear

- School colours: royal blue, white and grey
- All items **must** be name-labelled.
- Items with logo- purchase from Pupils Schoolwear, Swadlincote and Melbourne Print, Derby Road, Melbourne.
- Purchase from many high street shops and supermarkets.
- PE-ready days: after transition, parents will be informed by their teacher of days when children to come dressed in PE kit.



# How to prepare your child

- See handouts.
- Independence – dressing, fastening coat and shoes, finding things for themselves, toileting and cleanliness.
- Following instructions.
- Positive behaviour and boundaries.
- Good routine- plenty of sleep, regular bedtimes.
- Lots of fun with family and friends over the summer!



# Week commencing 4<sup>th</sup> September

- Children to start school on Tuesday 5<sup>th</sup> September at 9.15am. Please line up outside your classroom door.
- Children will need to be collected at 11.45am. Please collect via the gate at the side of school from the main driveway.
- Please send your child in school uniform with a named water bottle and their fruit snack.
- On Friday the timings will be 9.30am – 12.30pm. Children will also have lunch at school on this day.



# Pupil Premium

- Extra funding for children who qualify.
- Separate to free school meals.
- Application form was included and returned with your admission paperwork.
- Confidential.



# Before and after school clubs

- Breakfast Club run by Premier Sports - book directly online (details on our website)
- After school clubs - start in September. Details will be on our website from mid-July
- Rocksteady – takes place during school day. Children learn an instrument and take part in a termly performance! Go to <https://www.rocksteadymusicschool.com/> to book





# Systems that we use



**ClassDojo**

## **Class Dojo**

Children will receive dojo points for positive behaviour. We use Class Dojo to give dojo points for making good choices that reflect our STAR standards; as well as providing classroom and school updates.



**ParentPay**

## **Parent Pay**

ParentPay is used to accept payments online for items such as school trips, clubs, events and contributions. Using a secure website, parents and carers can pay online for school items using credit / debit cards.

**You will receive logins to all our systems after your child's initial transition days in school.**



# Systems that we use



## **Bug Club**

Bug Club is a reading scheme which ensures that all children can find books at exactly the right level for them. There are online versions for every printed title and a personalised web site for each child.



## **Spelling Shed**

Spelling Shed is an online spelling program that helps children to practise spelling via a simple game which aims to excite children about spelling!

**You will receive logins to all our systems after your child's initial transition days in school.**



# Ways to get involved

- Class Dojo and weekly newsletter are our main sources of communication
- PTA – Parent Teacher Association. Please do join in and support where you can!
- Volunteering in school – reading with children weekly or fortnightly: please speak to the school office to arrange your DBS check
- Help with your child's class appreciated on visits/outings: information on your child's weekly blog on Dojo



# Any questions?

- Please feel free to contact school with any queries or concerns.
- Tel: 01332 862325
- Email: [enquiries@melbourne-inf.derbyshire.sch.uk](mailto:enquiries@melbourne-inf.derbyshire.sch.uk)
- Further information on school website: <https://www.melbourne-inf.derbyshire.sch.uk/>